



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
*Olympia, WA 98504-5480*

March 19, 2002

TO: CSO Administrators  
Regional WCCC Coordinators

FROM: Mike Tornquist, Administrator  
Child Care Policy Section  
Division of Child Care and Early Learning

SUBJECT: **CHANGES TO WORKING CONNECTIONS CHILD CARE (WCCC)  
ACTIVITY FEE & UPCOMING WARRANT INSERTS**

Attached are two up-coming warrant inserts for licensed providers who receive WCCC payments. [The first insert](#), "Invoice Tips" provides helpful information about proper billing procedures. [The second insert](#) describes a procedure change to the WCCC Activity Fee payment.

WCCC Authorizing Workers need to note there has not been a change to the policy for authorizing activity fees, only a procedural change, effective 5/1/02.

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ACTIVITY FEE PROCEDURE CHANGE

The authorization procedure has been modified to allow providers to bill for less than the amount authorized as follows:

1. Authorizing workers obtain information regarding the licensed/certified provider's activity fee monthly rate.
2. Establish the authorization in accordance with the provider's activity fee or the DSHS maximum activity fee, whichever is less. The DSHS maximum remains at \$20.00 per child, per month. (Two children may still be authorized on a single Social Service Payment System (SSPS) service line.)
  - ◆ The units on the authorization are set up to correspond with the amount of the provider's activity fee or the DSHS maximum, whichever is less. For example, if the provider's standard activity fee is \$15.00 per month, the authorizing worker will establish 15 units at

\$1.00 each. This way the provider is able to claim less than the \$15.00 by adjusting the number of units they claim.

- ◆ If two children are authorized per service line, the Authorizing Worker may authorize up to 40 units at \$1.00 for each unit.

Attached is the change to the [SSPS Appendix H](#) and the warrant inserts that will be sent to providers beginning March 21, 2002. The WCAP has been modified to allow Authorizing Workers to authorize the new procedure effective 5/1/02.

This service code change will be phased-in with new activity fee authorizations and re-determinations.

If you have questions regarding this memo, please contact your WCCC Regional Coordinator.

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Region 2  
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Region 3  
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Region 4  
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Region 5  
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Region 6  
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#### Attachments

cc: Rachael Langen  
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Fran Wilson-Maudsley  
WCCC Program Managers  
DCCEL Regional Managers